

Establishment of the NSCA Certification Committee

This document, approved by motion of the NSCA Board of Directors (Board) on July 9, 2014, establishes the NSCA Certification Committee (Committee) as a standing committee for the purpose of developing and administering NSCA Certification Programs (Programs) in accordance with accreditation standards and industry best practices.

Authority

The Board delegates sole authority to the Committee to make essential certification decisions regarding current Programs. The Committee shall function autonomously with regard to any and all undue influences in the fulfillment of its responsibilities, and shall at all times act in the best interests of certificants, consumers of services provided by certificants, and the general public. The Committee shall remain accountable to the Board for the fulfillment of its responsibilities, and the Board shall be obligated to revoke this delegation of authority if the Committee shall act or demonstrate the intent to act in a manner that jeopardizes the mission or integrity of the NSCA or its Programs.

General Guidelines

In addition to the specific requirements for the establishment of the Committee as set forth in this document, the Committee shall function, and its members act, in accordance with all relevant policies and guidelines established by the NSCA and the Board, e.g., *Guidelines for NSCA Committees, Volunteer Handbook*. In instances where this document shall conflict with other guidelines and policies, this document shall control.

Responsibilities

The Committee shall:

1. review, develop, establish, and enforce certification policies, including, but not limited to, eligibility, administration, recertification, and discipline;
2. establish competency standards for Programs;
3. oversee the development of certification exams in collaboration with NSCA staff, Subject Matter Experts (SMEs), and contracted third-parties, as appropriate;
4. establish and govern sub-committees as needed in the fulfillment of these responsibilities.

Composition

The Committee shall be composed of the following members, each with voting privileges:

- A public member
- One appropriately credentialed member per NSCA Certification, currently:
 - CSCS
 - NSCA-CPT
 - TSAC-F
 - CSPS
- An international certificant (Primary residence and work location outside of the US)
- The Board President, or other Board member as the Board President's designee

Qualifications

The Committee Chair and Certification Director, with input from the Committee and NSCA staff shall establish additional qualifications for appointment to the Committee (e.g., education, industry expertise)

as appropriate. Membership in a specific organization (e.g., NSCA) shall not be a qualification for appointment to the Committee.

Participation

Certification Committee members are appointed to three-year terms by the Board, and may serve a maximum of two terms. Candidates for appointment to the Committee will be solicited by the Committee Chair and Certification Director through an established application process. The Committee Chair and Certification Director will review the applications and recommend candidates to the Board for appointment.

Committee members should make every effort to prepare for, attend, and be an active participant in all meetings. Committee Members should expect to dedicate approximately 40 hours per year to Committee work. The Committee Chair should expect to dedicate approximately 80 hours per year to Committee work. Committee members serve as un-paid volunteers. Expenses incurred by Committee members in the fulfillment of their Committee responsibilities will be reimbursed according to NSCA's reimbursement policies.

Leadership

A Committee Chair, Vice Chair, and Secretary shall be appointed annually from among Committee members by majority vote of the Committee. Only Committee members with an active NSCA certification are eligible to hold Committee leadership positions. The Chair shall preside at Committee meetings. The Vice Chair shall preside in the absence of the Chair. The Secretary will be responsible for ensuring accurate meeting minutes.

Meetings

The Committee shall meet, at minimum, annually in person to conduct business. Other meetings, including conference calls and web conferences will be conducted on an as-needed basis at the request of the Committee Chair and Certification Director. The annual meeting and other meetings shall be at a time and location agreed upon by the Committee and NSCA staff. Appropriate notice of at least seven days will be given prior to any Committee meeting. A majority of the Committee shall constitute a quorum. The Committee shall keep minutes from all meetings. Minutes shall be provided to the Board at its annual meeting.